A step by step guide to set-up iTaB in RunSignUp.

Setting up the iTaB medal personalization service on the RunSignUp platform is an easy, intuitive and straight forward process. This pictorial is intended to provide a few pointers where required; if you have any questions please don’t hesitate to get in touch.

Steps 1-2.

1. In Dashboard select: Race and then Giveaways/Add-ons.
2. From the drop down menu select: Registration Add-ons.
4. In the Add-on Descriptions insert: Personalize your medal with an iTaB. Receive your medal at the finish line and a few days later the iTaB will arrive in the mail engraved with your name and finish time. The iTaB fits securely into the back of your specially designed finisher’s medal. A great way to record your achievements.
6. Tick the box: This addon should be asked for each registrant.
7. Minimum Quantity per Transaction, set as : 0.
8. Minimum Quantity Per Registrant, set as : 0.
9. Maximum Quantity Per Transaction: 10 (or any upper limit you prefer).
11. Total Quantity available: Set as the same maximum number of entrants for your event.
12. Available Starting: Leave blank or set date for when registration opens.
13. Available Until; Leave blank or set for when registration closes.
14. Require Options Selection: Tick the box: Only allow this add-on for specific events.
15. Select Event: Tick each of the events iTaB will be offered in.
16. Select the events.
17. Upload an iTaB image or select from the examples below:
Step 18.

Select: SAVE ADD-ONS.

Step 19.

You should see a green bar confirming your changes.
20. Contact iTaB (below) for your promotional materials, to set up your post-race site, and to confirm the details of your race.

**Contact Details:** iTaB

Info@mysportingtimes.com

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**Contact Details:** RunSignUp

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